

## Appendix K: List of Reasonable and Common Job Accommodations

ADA guarantees that your young adult may request certain accommodations in the workplace. Your young adult may need others, depending on his needs and where he is working. These accommodations may include:

- ◆ Pictures or drawings of the task
- ◆ Templates of forms or documents
- ◆ A note taker
- ◆ A voice recorder
- ◆ Written instructions
- ◆ Daily checklists
- ◆ Written or verbal reminders
- ◆ Written or picture instructions next to machines, such as postage machine, copier, printer
- ◆ Minimal clutter in the work environment
- ◆ Minimal noise in the work environment (such as no radios or music)
- ◆ Large tasks broken down into small steps
- ◆ A “Where to” guide for resources or coworkers
- ◆ A timer or alarm as a reminder
- ◆ Additional hands-on training
- ◆ Headset for telephone or a speaker phone
- ◆ Multiple breaks
- ◆ Performance feedback presented visually (charts, diagrams)
- ◆ Mentor or job coach
- ◆ Information for coworkers about ASD
- ◆ His own desk or workspace
- ◆ Checklist for completing task
- ◆ Timelines for completion of task
- ◆ Assignment of one task at a time
- ◆ Training on appropriate workplace behaviors (e.g., interacting with customers)
- ◆ Notice before changes (such as rearranging supply closet or change in job-related work)
- ◆ Consistent supervision by one person
- ◆ Prioritization of tasks
- ◆ Regular feedback on performance (positive and constructive)